

Privacy Collection Notification & Consent to Electronic Transactions

Who will be collecting your personal and sensitive information?

Your personal information will be collected by Synergy People for its own use in connection with your work placements.

Your personal information will be held by Synergy People. Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our staff members.

iProfile

In order to manage the personal information and CVs of candidates that we receive, we use the services of iProfile Pty Ltd, trading as iProfile. We are an iProfile Compatible Organisation.

An iProfile Compatible Organisation means an organisation that has been granted a licence by iProfile to use its products and services.

We also collect candidate's personal information for the purpose of creating an iProfile for the candidate. Occasionally, in addition to the parties set out in this Privacy Policy above, we may also collect a candidate's personal information from iProfile in order to obtain a candidate's most current information.

We may also disclose the candidate's personal information to iProfile for the purpose of creating an iProfile or for the purpose of updating or managing a candidate's iProfile.

The candidate's personal information contained in the iProfile may also be shared with other iProfile Compatible Organisations that the candidate has previously provided his/her details to.

By providing its personal information to us, to iProfile, or to any other iProfile Compatible Organisation, the candidate consents to the collection, use and disclosure of its personal information in this manner.

How to contact us?

If you wish to contact us about your personal information you should contact Synergy People on (02) 9618 6277 during normal office hours.

Personal information about you that we collect from others

We collect personal information about you from other people including referees, previous employers, professional registration authorities, educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered.

If we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible, we may collect relevant personal information (including health information) that will allow us to manage that risk.

Legal requirements for personal information




Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

The following Australian laws require or authorise our collection of personal information from you:
















-  *Migration Act 1958 (C'th) and Migration Regulations 1994 (C'th);*
-  *Private Employment Agents (Code of Conduct) Regulation 2005 (Qld);*

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs. [e.g. some professional registration legislation may require the collection of certain types of information]. When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.










If you do not give us all or part of the information that we need

-  *we may be limited in our ability to locate suitable work for you;*
-  *we may be limited in our ability to place you in work;*
-  *we might decline to represent you in your search for work or put you forward for particular positions.*

Your personal information will be used in connection with

-  *our assessment of your suitability for registration with us;*
-  *the necessary validation (including from appropriate third-party sources) of your resume, c.v., nominated references, or stated qualifications, experience, training or abilities. Where we require third party validation, we will tell you how we propose to obtain it;*
-  *your actual or possible work placement;*
-  *your performance appraisals;*
-  *any test or assessment (including medical tests and assessments) that you might be required to undergo;*
-  *our assessment of your ongoing performance and prospects;*
-  *our identification of your training needs;*
-  *suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us;*
-  *any workplace rehabilitation in which you and we are involved;*
-  *our management of any complaint, investigation or inquiry in which you are involved;*
-  *any insurance claim or proposal that requires disclosure of your personal or sensitive information;*
-  *any reference that we may give concerning your work;*
-  *our statutory compliance obligations;*
-  *payroll functions;*
-  *determining what (if any) fees may be payable by our clients in respect of your actual or potential work placements.*

Your personal information may be disclosed to

-  potential and actual employers and clients of Synergy People;
-  referees;
-  a person who seeks a reference about you;
-  our insurers;
-  a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
-  a Workers Compensation body;
-  our contractors and suppliers – e.g. our payroll services providers, I.T. contractors, internet service suppliers and database designers, some of whom may be off shore;
-  a parent, guardian, holder of an enduring power of attorney (or like authority) or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you;
-  any person with a lawful entitlement to obtain the information;

Disclosure of your personal information to overseas recipients





We ARE NOT likely to disclose your personal information to overseas recipients. Our Privacy Policy contains information about how you may access personal information that is held by us and seek correction of that information.

Electronic Transactions

We conduct transactions electronically as well as in hard copy and by face to face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information.

Consent

By submitting your information you confirm that you have reviewed, understood and agreed to this PRIVACY POLICY COLLECTION NOTIFICATION & CONSENT TO ELECTRONIC TRANSACTIONS, and voluntarily consent to:

-  personal information about me being collected by you as indicated above;
-  personal information about me being used as indicated above;
-  personal information about me being disclosed as indicated above;
-  engaging in electronic transactions with regard any matter connected with the purposes for which my personal information may be used or disclosed as indicated above.

If you do not understand or require any clarification, it is your responsibility to obtain clarification to your satisfaction before confirming your understanding or agreement prior to submitting personal information. Clarifications can be sought through Synergy People on (02) 9618 6277 or you should seek whatever advice you deem necessary to ensure understanding before providing your information.

